

SHAWNEE COUNTY, KANSAS
Position Description
Account Clerk I – Motor Vehicle

POSITION NUMBER: MV1001, MV1002, MV1004, MV1006, MV1007, MV1008, MV1009, MV1010, MV1011, MV1017A, MV1030, MV1032 **FLSA STATUS:** N

POSITION DESCRIPTION

Under direct supervision, this position maintains simple accounts and a cash drawer. Performs other duties as assigned. Job duty percentages will fluctuate according to the needs of both the Motor Vehicle and Treasurer divisions. This position is supervised by the Treasurer's designee.

WORK PERFORMED

- 50% Clerical.** Types titles and verifies customers have the proper insurance and pertinent documents to accompany transactions. Disburses proper tags with proper weight limits and renewal decals.
- 45% Customer Service.** Performs customer service. Assists in the completion of applications and answers questions from the public. Assists in the successful resolution of problems. Verifies customer's identity and distributes information accordingly. Answers telephone calls when directed.
- 5% Accounting.** Balances transactions, checks, cash and credit charges or vouchers at the end of a shift.

**Shawnee County Position Description
Account Clerk I – Motor Vehicle (Various)**

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- General office machines and modern office practices.
- The English language, spelling, grammar and arithmetic computations.
- The operation and minor maintenance of various office equipment.
- Basic accounting principles and techniques.

Ability to:

- Balance cash drawer at the end of the shift.
- Make change.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instructions.
- Operate various office equipment.

Skill in:

- The use of basic arithmetic including addition, subtraction, multiplication and division.
- The use of computer software and applications.
- The use of cash handling techniques.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching	X				Sitting			X		Driving	X			
Pushing/Pulling	X				Bending			X		High Elevation	X			
Climbing	X				Reaching	X				Unprotected Heights	X			
Throwing	X				Lifting-25 lbs.	X				Around Moving Machinery	X			
ARMS					Carrying		X			Driving Automotive Equipment	X			
Reaching	X				Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-25 lbs.	X				Twisting		X			Cramped Body Position	X			
Pushing/Pulling	X				Squatting		X			Sustained Positions	X			
Carrying	X				Turning		X			Noise Levels (Excessive)	X			
Throwing	X				LEGS/FEET					Electrical Hazards	X			
EYES					Walking			X		Slippery Surfaces	X			
Near Vision			X		Standing		X			Work Above Ground	X			
Far Vision	X				Sitting			X		Work Below Ground	X			
Color Vision	X				Carrying		X			Irregular Surfaces	X			
VOICE					Climbing		X			Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic	X			
EARS					Turning		X			Exposure to Marked Changes in				
Hearing			X		Lifting-25 lbs.		X			Temperature and Humidity	X			

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EQUIPMENT USED

Personal Computer	Office Furniture	Telephone	10-Key Calculator
Photocopier	Fax Machine	Time Clock	Misc. Office Equipment
Typewriter	Scanner	Printer	

MINIMUM QUALIFICATIONS

High School Diploma or GED Certificate.

Required to type twenty-five (25) words per minute.

Required to achieve 5,000 keystrokes per hour.

SPECIAL REQUIREMENTS

Required to pass a pre-employment physical and drug screen.

Required to lift twenty-five (25) pounds.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/05

Revision History: 04/25